



Memorandum

Economic and Development Services Department

Date: January 19, 2024

File: HTG-24-01

To: Heritage Oshawa

From: Harrison Whilsmith, Planner A
Economic and Development Services Department

Re: **Heritage Oshawa 2024 Budget and Work Plan**

The purpose of this memo is to inform Heritage Oshawa of their Council-approved 2024 Budget and Work Plan.

The 2024 Heritage Oshawa Budget and Work Plan are affixed to this memo.

Recommendation

That Report HTG-24-01 dated January 19, 2024, concerning Heritage Oshawa's 2024 Budget and Work Plan, be received for information.

If you have any questions please contact Harrison Whilsmith at 905-436-3311, extension 2697 or hwhilsmith@oshawa.ca.

A handwritten signature in blue ink that reads "H Whilsmith".

Harrison Whilsmith, Planner A
Policy

2024 Heritage Oshawa Budget

Program: 120 - ADVISORY COMMITTEES OF COUNCIL

Location: 403 - Heritage Oshawa Advisory

Account	Description	2024 Approved	2024 Projected	2024 Actuals	Comments on Projected
11653	Civic Awards and Mementos	\$1,000	\$0	\$0	Heritage Oshawa swag and heritage plaques @ \$200 each
20000	Office Materials and Supply	\$1,000	\$0	\$0	Office stock, paper, printer ink, etc.
21000	Printing and Reproduction	\$1,500	\$0	\$0	Printing of 2024 Centennial brochures
40000	Advertising	\$500	\$0	\$0	
43000	Professional & Technical	\$15,000	\$0	\$0	Heritage research reports @ \$5k - \$8k each
44000	Civic Receptions & Meals	\$200	\$0	\$0	
46000	Gas Mileage	\$300	\$0	\$0	
47000	Seminars and Training	\$3,000	\$0	\$0	
48000	Memberships and Dues	\$300	\$0	\$0	National Heritage Trust, Community Heritage Ontario, Ontario Historical Society
Total Expenses		\$22,800	\$0	\$0	
Total Revenues		\$0	\$0	\$0	
Total Budget		\$22,800	\$0	\$0	

Heritage Oshawa 2024 Work Plan

Mandate: to advise and assist Council on all matters relating to the preservation and promotion of cultural heritage resources within the City of Oshawa.

	Designation and Preservation By-law 54-2023 and Heritage Oshawa Advisory Committee Terms Of Reference 2.0 Goals and Objectives	Actions to be Taken	Timing and Status
	A	B	C
1	<p>2.0 Goals and Objectives (By-law 54-2023) 5-B, 5-G</p> <p>5-B) Advise Council on means of conserving heritage properties, landscapes and districts;</p> <p>5-G) Provide recommendations to Council on properties, landscapes and districts considered by Heritage Oshawa to be worthy of heritage designation.</p> <p>Terms of Reference</p> <p>2.3) Advise Council on means of conserving heritage properties and districts</p> <p>2.6) Provide recommendations to Council on properties worthy of heritage designation</p>	<p>(a) Select new properties for research reports</p> <p>(b) On a regular basis, review previously prepared research reports and recommend for consideration for designation, in consultation with staff.</p> <p>(c) Make recommendations for designation to council based on the research report outcome and input from the property owner (where the property is privately owned).</p>	Ongoing
2	<p>2.0 Goals and Objectives (By-law 54-2023) 5-E</p> <p>5-E) Prepare and maintain an inventory of heritage resources including buildings, structures, and other elements which are considered by Heritage Oshawa</p>	<p>Provide to Staff and Council, Heritage Oshawa updated information from the Heritage Oshawa Inventory Data Base as it pertains to the City's online and print versions of the City of Oshawa Register of Properties of Cultural</p>	Ongoing

	<p>to be of cultural heritage value or interest;</p> <p>Terms of Reference</p> <p>2.2) Prepare and maintain a list of heritage resources including buildings, structures, and other elements which are considered to be of cultural heritage value or interest including heritage conservation districts</p>	<p>Heritage Value or Interest and in coordination with staff.</p> <p>Use all tools, means and methods available to bolster and support the information in Heritage Oshawa Data Base and the Heritage Oshawa Inventory</p>	
3	<p>2.0 Goals and Objectives (By-law 54-2023) 5-D</p> <p>5-D) Establish criteria to evaluate properties of cultural heritage value or interest.</p> <p>Terms of Reference</p> <p>2.1) Establish criterion to evaluate properties of cultural heritage value or interest</p>	<p>Evaluate properties to be included in the Inventory using the new Property Evaluation System version April 2022.</p>	Ongoing
4	<p>2.0 Goals and Objectives (By-law 54-2023) 5-C</p> <p>5-C) Advise and assist Council on current heritage conservation programs, regulations and legislation;</p> <p>5-F) Review development applications associated with cultural heritage resources and provide recommendations to staff and/or Council, as appropriate.</p> <p>Terms of Reference</p> <p>2.4) Review development applications associated with cultural heritage resources and provide recommendations to Council</p> <p>2.5) Advise and assist Council on current heritage conservation</p>	<p>When requested by Staff and/or Council by:</p> <p>(a) Review development applications involving matters of heritage preservation and provide recommendations to staff and/or Council.</p> <p>(b) Review development applications, City Committee applications, demolition permit applications, and applications for alterations to properties on the Register and within the Inventory and document demolitions or alterations.</p> <p>(c) Support staff and Council in the implementation of policy and procedures of the Ontario Heritage Act.</p> <p>(d) Implement Committee's responsibilities pursuant to the Ontario Heritage Act.</p>	Ongoing

	programs, regulations and legislations		
5	<p>2.0 Goals and Objectives (By-law 54-2023) 5-A</p> <p>5-A) Advise and assist Council on all matters relating to cultural heritage including, but not limited to, buildings and structures, cultural heritage landscapes and archaeological sites;</p> <p>Terms of Reference</p> <p>2.8) Advise and assist Council on all matters related to cultural heritage including but not limited to, buildings and structures, cultural heritage landscapes and archaeological site</p>	Monitor cultural heritage issues by creating action plans to address the same as required.	Ongoing
	Education and promotion	Actions to be taken	Timing and Status
6	<p>2.0 Goals and Objectives (By-law 54-2023) 5-H</p> <p>5-H) Promote public awareness, stewardship in heritage conservation and knowledge of cultural heritage resources within the City and heritage conservation issues through programs and activities.</p> <p>Terms of Reference</p> <p>2.7) Increase public awareness and knowledge of cultural heritage resources with in the city and heritage conservation issues through programs and activities</p>	<p>Serve as a resource for residents, community groups and Council by,</p> <p>(a) Work with Staff to develop a Heritage Oshawa outreach program to notify property owners of the interest in the potential designation of their property, the benefits of the designation and obtain formal permission to do further research including searches and reports</p> <p>(b) Developing outreach programs which include methodology for promotion and communication.</p> <p>(c) Continue to contribute to media releases commemorating and celebrating designated properties, including a description of properties and the heritage features. Special events attended by Heritage Oshawa</p>	Ongoing

		<p>and elected officials where appropriate.</p> <ul style="list-style-type: none">(d) Reach out to the local post-secondary institutions (University/Colleges) to understand if there is interest in partnering and aligning some of Heritage Oshawa goals with course curriculum.(e) Continue to increase public awareness and knowledge of cultural heritage resources within the city and heritage conservation issues through programs and activities.(f) Continue to provide information and promotion of heritage issues such as the Heritage Property Tax Reduction Program, designation, etc.(g) Continue to assist in authoring of language for heritage plaques.(h) Continue to participate in plaque presentations involving elected officials for designated properties and celebrate designations and historical matters(i) Continue in the participation of events such as Heritage Week (Feb.), Swing into Summer, Peony Festival (June), Canada Day (July), Doors Open (May.), Heritage Showcase (Nov.), the presentation of heritage-related talks or workshops, and others as appropriate. Commemoration of City anniversaries, promotion of Committee events.(j) Continue to perform Community Outreach by participating in community and local events.(k) Continue to engage various community groups, develop relationships and search for collaborations between stakeholders	
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	Administrative items	Actions to be taken	Timing and Status
7	Advisory Committee Policy and Procedure (Item 12.3 and 14.1)	<p>Strike working groups, engage professionals and materials through the city and as required to support the ongoing efforts of Heritage Oshawa by:</p> <ul style="list-style-type: none"> (a) Develop a Heritage Oshawa expense report that can be utilized and or affixed to the current city procedure for reimbursement of personal expenses of official and approved Heritage Oshawa expenditures (b) Request Council to review the membership of Heritage Oshawa to understand that the committee would appreciate additional members (professional) and 2 post secondary students (c) Continue to undertake training as requested by Heritage Oshawa Committee that promotes understanding and the work of the Heritage Committee (Onlands, Bill 23/Heritage Act, etc.) (d) Continue to learn, understand and describe the various incentives and grants available through all levels of government and become a resource (Item 6) to the community at large to describe, assist and direct to those avenues available to advantage the same and as it pertains to heritage buildings, revitalizations and historic neighborhoods. 	2024
8	Advisory Committee Policy and Procedure (Item 12.3 and 14.1)	Prepare budget submission and work plan for 2025 and prepare 2023 annual report with assistance from staff.	Fall 2024